



**VICKSBURG MIDDLE SCHOOL
STUDENT HANDBOOK**

Mission

To maximize the success and potential of all students

Vision

All students will graduate college and career ready

Our Beliefs

All students can learn at high levels, regardless of poverty, social status,
and/or family circumstances.

Students learn in different ways and within different timeframes.

Mistakes are expected, inspected and respected.

When students don't learn the way we teach, we will find ways to teach the
way they learn.

Assessments provide feedback that influences teaching and learning.
Students can and will take responsibility for their learning. Students have
ownership and vision for their education.

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Vicksburg Community Schools

School Code

At Vicksburg Community Schools, the safety and security of our students, staff, and visitors is our highest priority. We are committed to maintaining a secure, supportive, and respectful learning environment where every student can focus on learning, building relationships, and achieving success.

VCS promotes positive behavior, responsibility, accountability, and character development while maintaining a safe and orderly school environment. We focus not only on correcting behavior but also on teaching the skills and values students need to make positive choices and contribute to our school community.

5500D - POSITIVE DISCIPLINE PLAN (MIDDLE SCHOOL)

MIDDLE SCHOOL POSITIVE DISCIPLINE PLAN:

Goals:

- A. To work to be the best they can be.
- B. To take responsibility for their own behavior.
- C. To treat self and others with dignity and respect.
- D. To work to create a positive, safe, caring, and orderly school climate.
- E. To focus on the prevention of discipline problems.
- F. To work to develop a strong and supportive relationship between families, students, school, and community.

General Rules:

Everyone will have self-discipline and take responsibility for their own behavior. They will treat others with dignity and respect and work together:

- A. to be on time and prepared for class/activities;
- B. to assist and spend extra time in student/staff/school activities;
- C. to keep our hands, feet, and mouth to ourselves;
- D. to act safely and sensibly;
- E. to stop and ask ourselves, before saying or doing something to another person, "Would I like this done to me?" If the answer is "Yes", we proceed. If the answer is "No", we stop immediately and find another way of handling the situation.

These general rules outline the behavior expected of everyone at Vicksburg Middle School. Each teacher has developed classroom rules which establish the expectations for the individual classrooms.

The Teachers, Support Personnel, and Administrators:

An effective school, where "everyone is successful" is created by the attitudes and behaviors of the staff (teachers, support personnel, and principal). We become like the people with whom we associate. If we expect our students to be positive, supportive, accepting, and respectful of others, it is essential that we model this behavior for them. At VMS, we have "successful staff members" who:

- A. take pride in themselves as educators, knowing they have one of the most important jobs in the world;
- B. believe that all children can be successful and will look for and take whatever steps are necessary to insure that students are recognized for their success;
- C. treat others with dignity and respect;
- D. commit their efforts to make VMS the most effective school in the country;
- E. set professional goals and work persistently to accomplish them;
- F. make decisions based on what is best for the student;
- G. assist and spend extra time in student/staff/school activities;
- H. continually improve their instructional knowledge and skill;
- I. make suggestions on ways the school can be more effective;
- J. are a positive influence on students, families, and colleagues by:
 - 1. being "solution oriented" when facing a problem rather than grumbling or complaining;
 - 2. discovering the other person's point of view during a conflict;
 - 3. communicating concerns or disagreements directly to the proper recipient; *If this communication is written, it is signed by the person who wrote it. If it is communicated face-to-face, it is done in an "agreeable" manner, with dignity and respect for all those involved.*
 - 4. treating information about school (students, families, staff) in a confidential and professional manner.

Successful Students:

Schools are places where students gain the knowledge and skills to be responsible, contributing, and independent members of society. Our goal is to develop successful students who:

- A. take pride in themselves and have confidence they can be successful no matter what the situation;
- B. set goals and work persistently to accomplish them;
- C. take responsibility for what they say and do and how they present themselves;
- D. treat self and others with dignity and respect;
- E. attend school regularly;
- F. get to school and class on time;
- G. exercise good study skills and work habits; Upon completing an assignment quietly find something constructive to do.
- H. have good manners and are friendly and courteous to everyone in school;

- I. are honest with themselves and others;
- J. respect everyone's property;
- K. put forth their very best efforts in whatever they do.
If a mistake is made, they learn from it by correcting it and moving ahead;
- L. follow the school and classroom rules;
- M. keep their school clean;
- N. make our school and community a better place.

The Families:

*School success is created by a team effort. The team consists of the student, teacher, and **most importantly, the parent.** The attitude, expectations, and behavior of the families about our school plays a crucial role in the child's success in school. Families want what is best for their children and by doing the things listed below, families increase the potential that their children will get the best education. The families at VMS:*

- A. communicate to the child that they:
 - 1. has a parent/guardian that loves him/her;
 - 2. is a special and important person;
 - 3. will be successful in school;
- B. make sure the child gets:
 - 1. at least eight (8) hours of sleep each school night;
 - 2. breakfast prior to the start of the school day;
 - 3. to school on time;
- C. help the child to take responsibility for his/her behavior and learning;
- D. support the child and staff when there are problems or when progress is not being made as rapidly as desired;
- E. support school discipline procedures;
- F. read to or encourage the child to read an interesting or fun book at least fifteen (15) minutes a day;
- G. provide a regular time and place, which is quiet, where the child can do homework or read;
- H. communicate and consult with the teacher on a regular basis about the child's performance;
This is done on the phone, in writing, or in person.
- I. show interest in the child's efforts in school by asking questions each day about what they:
 - 1. learned in school;
 - 2. enjoyed doing during the day;
 - 3. was proud of what happened during the day;
- J. notify the school of health or other problems which might interfere with the child's performance.

Procedures which are followed by Teachers, Support Personnel, and Administrators:

Our ultimate goal is for all students to become independent, responsible, and contributing members of society. For this to occur, we must communicate to the students what we expect of them and reinforce that behavior when they demonstrate it. Eventually, they must learn to assess their own performance and reward themselves by developing an internal locus of control. The following are some procedures which will help us reach our goal. The severity of the incident may require that the process begin at an advanced level.

- A. TELL the child the specific behavior you observed and how it helps our school to function more effectively.
- B. WRITE a brief note to the child telling him/her to be proud of himself/herself and state the behavior which you observed.
- C. MAIL a note home on a postcard to the parent/guardian recognizing an effort made by the child.
- D. CALL the families at home/work just to tell them the good news about their child and the good behavior they are demonstrating at school.

Behavior is changed through the use of reinforcement once there is a close approximation to the desired behavior. Whenever behavior is being changed, there are “peaks and valleys”. Behavior will improve, then slip back, then improve. Patience, persistence, and reinforcement all play a critical role in behavior change.

Staff will deal with inappropriate student behavior when it occurs. In the event a student acts in a manner which is inappropriate for the educational setting, this procedure will be followed.

- A. When a student breaks a rule, the adult at the scene will handle the problem.
- B. If the classroom teacher sees a pattern developing, they will contact the Behavior Specialist. A meeting may be scheduled between the teacher, the student and the Behavior Specialist in order to implement a plan of action to change the student’s behavior. Parent/guardian contact when appropriate.
- C. If the inappropriate behavior continues, a meeting may occur with the student, teacher(s), Behavior Specialist, Assistant Principal, and parent in order to re-examine the behavior and suggest modification techniques.
- E. At any point during the above steps, the student may become a “focus of concern” for the building team where an intervention plan of assistance will be generated.
- F. If all else fails, exclusion may result.

Recordkeeping and Review:

A recordkeeping process will be developed which will enable the principal and staff to identify patterns of discipline problems. This plan will be reviewed on a regular basis. This review will be done by the principal in cooperation with the school staff and parents.

VMS STUDENT CODE OF CONDUCT

Preamble

Creating safe and drug-free schools requires the commitment of the entire community, including families, schools and community leaders. The Michigan Department of Education encourages each school district to take the lead in bringing all of its community’s resources together to ensure welcoming, safe, gun-free, and drug-free schools.

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the curriculum offered in this District regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background (per Board Policy 2260).

The parent must be aware of school policies, such as, seeing that the child is in school on time; going through the proper channels when the child is absent; and in general, aiding the school in every way possible. School policies are formulated for the purpose of benefiting the child and must be followed if the child is to receive the best possible education.

Introduction

Vicksburg Community Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies, restorative practices, and/or disciplinary actions, depending upon the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student’s misconduct on others in the school community, and any other relevant factors.

The Code of Student Conduct will be administered uniformly and fairly, without partiality or determination.

WHEN AND WHERE THE STUDENT CODE OF CONDUCT APPLIES:

The Code of Student Conduct applies before, during, and after school:

- A. when a student is at school;
“At school” means in a physical classroom or in a remote learning environment, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

- B. when a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- C. when a student is using school telecommunications networks, accounts, or other district services.

STUDENT RIGHTS AND RESPONSIBILITIES:

Individual rights relate to individual responsibilities and must be seen in relation to the safety, health and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. This balance will be determined by a school administrator.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT:

The definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts. Specific types of disciplinary consequences are defined under TYPES OF DISCIPLINARY ACTION AND PROCEDURES. At the option of school administrators, a student accused of any violation of the Student Code of Conduct may be referred to a school social worker or counselor, for interventions, which may include restorative justice, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions. Before suspending or expelling a student, school must consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address the behavior.

Short-term suspension:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are

suspended. In addition, students who are suspended may not be on Vicksburg Community Schools' property unless authorized by an administrator. For an offense constituting persistent disobedience or gross misconduct, the following factors will be considered prior to suspension or expulsion. A. the student's age B. the student's disciplinary history C. whether the student has a disability D. the seriousness of the violation or behavior E. whether the violation or behavior committed by the student threatened the safety of any student or staff member F. whether restorative practices will be used to address the violation or behavior G. whether a lesser intervention would properly address the violation or behavior

Long-term suspension:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. In addition, students who are suspended may not be on Vicksburg Community Schools' property unless authorized by an administrator.

Restorative Practices:

Restorative practices will be utilized when applicable. They may be used in conjunction with suspension or separate. The building administrator may design restorative practices based on each situation. What will help the student restore the harm that was caused will be considered when restorative practices are created.

Expulsion:

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

MIDDLE SCHOOL ATTENDANCE REGULATIONS

Daily attendance, of all who are enrolled in Michigan Public Schools, is required in accordance with State law and School Board Policy.

Section 380.1561 of the General School Laws of Michigan states: "....every parent, guardian or other person in this State, having control and charge of any child from the age of 6 to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." Similarly, Vicksburg Middle School shall adhere to the Policy that each student should be in attendance every day school is in session. Students are required to attend all regularly scheduled classes and assemblies unless otherwise excused.

ATTENDANCE POLICY:

The State of Michigan uses the federal definition of chronic absenteeism: students who were enrolled in a district/school for at least 10 consecutive days are considered "chronically absent" if they missed 10 percent or more of the possible scheduled days. If your student misses 18 or more days during the school year they will be considered chronically absent.

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, but the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

PROCEDURE

Absences:

- A. "Absent" shall mean that the student was not present physically at the place or places designated for at least forty (38) minutes of a fifty (48) minute class period.
- B. Attendance is taken, recorded, and reported each hour.
- C. Ten (10) verified absence days per semester will be allowed to be used for personal illness, personal or family issues, and professional appointments that cannot be scheduled after school. In Skyward these absences will be designated as a VERIFIED absence.
- D. Parents must communicate with the Middle School whenever their student is absent and explain the reason for the absence. This will be counted as one of the ten VERIFIED absences.

All such calls and notes will be recorded and must be received within twenty-four (24) hours, or the absence will be considered UNEXCUSED The attendance office telephone number is (269)321-1300.

- E. A student shall have the right to make up work missed (that can be made up) during any VERIFIED absence.
- F. Documented hospital confinement and immediate convalescence and/or infectious illness and disease will not count toward the student's accumulation of ten (10) days. In Skyward these absences will be designated as an EXEMPT absence once documentation is received.

- G. Chronic absences due to medical complications will be treated as follows:
- Documentation from the doctor must be presented to the middle school administration by the parents detailing the nature of the illness in order to qualify for an extension.
 - Printed documentation will remain in the student's CA60 file.
 - Subsequent absences directly related to the illness will not call for a note from the doctor. However, a verification of the absences will be required from a parent.
 - The absences will be EXEMPT and will qualify for an extension
- H. A verified absence for attending a funeral will not be counted toward the student's accumulation of ten (10) days. In Skyward these absences will be designated as an EXEMPT absence.
- I. An absence due to a subpoenaed court appearance will not be counted toward the student's accumulation of ten (10) days. In Skyward these absences will be designated as an EXEMPT absence.
- J. Suspensions are dealt with in Administrative Regulation A5500.3, will not count toward the student's accumulation of ten (10) days and will be recorded on Skyward as EXEMPT.
- K. In addition to the ten (10) VERIFIED absences per semester, six (6) EXEMPT days per year may be used in advance family vacation. The following conditions must be met:
- Taken with immediate family – mother and/or father, or legal guardian.
 - Personal prior arrangements are made by the parent (s) with Attendance Secretary.
 - Arrangements with teachers for make-up work are made prior to leaving.
 - Any absences that do not meet these guidelines will not be EXEMPT absences, will count in the 10 VERIFIED absences, and no extension will be granted.
- L. When a student reaches the tenth absence, the parent will be notified by letter.
- M. Approved school activities, field trips, athletic events, meetings with a counselor, teacher, or an administrator are all considered exempt absences.
- N. Communication from home (note, email, Skyward Absence Request, or call) are necessary to be granted permission to leave the school campus during the school day for scheduled appointments. Communication should be done at least one hour before the dismissal time. Classes missed for these absences are to be included in the ten (10) VERIFIED days.
- O. All students are to be with their classes according to the assigned schedule. When they are in the halls, restrooms, or anywhere other than their assigned areas, students must have a pass or student handbook pass indicating destination, time

of departure, and the teacher's signature. It is the teacher's responsibility to issue a pass to the student.

- P. Only under extenuating circumstances will an exception to this policy be considered. If such an exception is requested, a review will be held with the principal of the building at which time the parent (s) may present evidence as to why the exception should be made. Further review beyond this point will be held at the Central Administration Building with the Superintendent or his/her designee.
- Q. Specific programs, such as are listed below may have additional attendance requirements, for which students in these programs are responsible:
- a. **Athletics:** Please see Administration Regulation A5500.5. Players must attend the majority of (4 of 7) class periods of the day of a contest unless prearranged permission to be absent has been granted.
 - b. **Attendance at Music Performances:** Public performances are school requirements just as written tests. The difference is that performances cannot be made up. Except as provided hereafter, a missed performance will result in the student's nine-week grade being lowered a minimum of two (2) letter grades. The Director must be given advance warning of the performance to be missed, in writing, signed by the parent/guardian. Absences due to personal illness or family emergency, when verified by a note from the parent/guardian, will not affect the student's grade.
- R. **Tardiness:**
1. **Beginning of Day (7:39 a.m. to 8:33 a.m.):**
Students arriving at School at 7:39 a.m. or later shall immediately report to the office. At this time the student shall provide written substantiation stating his/her reason for tardiness and be given a pass to class. The office personnel shall determine at this time, based on the written substantiation, whether the tardy shall be deemed excused or unexcused. The student shall sign in and record the time of arrival. Teachers shall record the tardiness in a permanent record upon the student's arrival to class.
 2. **Between Classes:**
Students have 4 minutes between each class. Students will be marked tardy beginning at the tardy bell through the first 4 minutes of the class period. Teachers shall record the tardiness to class of any student in a permanent record.
 3. **Excused Tardiness to School:**
 - a. Failure of School transportation system

- b. Illness or appointments for health reasons (note from doctor required)
- c. Religious instruction (note from parent/guardian required)
- d. Household and family emergency such as power failure, no water supply, furnace failure, or serious illness of a family member (note from parent/guardian required). Other types of emergencies must be evaluated and judged consistently by Administration.

4. **Unexcused Tardiness to School:**

- a. Late arrival due to poor time planning.
- b. Missed school bus.
- c. Didn't hear alarm clock, overslept, etc.
- d. Family vehicle failed (when bus transportation was available).
- e. Non-essential errand for parent/guardian.
- f. Babysitting for young sibling.
- g. Employment.
- h. Others as may be determined by Administration.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Assuming the responsibility granted to it by law, the Board established the following categories of misconduct (while a student is under the jurisdiction of the school and/or engaged in school connected activities) as those which may result in temporary separation, suspension, or expulsion from the Vicksburg Community Schools. These categories are general in nature and are not to be held all inclusive.

We feel it is in the best interest of the community to work with the students in developing the best possible citizens, which means learning to live within rules as good citizens. It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

A. Alcohol and Drugs:

A student will not possess, use, nor be under the influence, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxication substance, alcohol, or substances purported to be or have the effects of illegal drugs (including over-the-counter drugs). Students shall not possess or use any related paraphernalia on school premises, at school related activities, or within 1000 feet of school premises. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, furnishing, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or furnishing is also prohibited. If caught, the student shall be suspended or expelled and law enforcement officials may be contacted. Sale also includes the furnishing or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the furnishing or sale of over-the-counter medication to another student.

1. Possession/Use:

First Violation: Confiscation, up to ten (10) days suspension from school, during which period the student must have drug counseling by a qualified substance abuse counselor. Possible recommendation for expulsion. Police will be involved.

Second Violation: Confiscation, up to ten (10) days suspension and possible recommendation for expulsion. Police will be involved.

2. **Sales or Furnishing:**

Violation: Confiscation, up to ten (10) days suspension, and possible recommendation for expulsion. Police will be involved.

Use of Breath-Test Instruments:

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

B. Arson (Starting a Fire):

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

First Violation: Up to ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommendation for expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

C. Bullying/Harassment/Intimidation (Policy 5517.01):

“Bullying” is defined as repeated written, verbal, or physical act, including cyber bullying that, without regard to its subject matter or motivating animus, is intended, or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including, but not limited to, notes, emails, social media postings, and graffiti.

Cyberbullying includes, but is not limited to the following:

- a. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- c. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
- d. Posting misleading or fake photographs of students on website.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status, or disability, but may also include sexual orientation, physical characteristics (e.g. height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g. from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical conduct; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

First Violation: Restorative practices, warning, detention, and/or up to ten (10) days suspension.

Second Violation: Up to ten (10) days suspension contingent upon the severity of the infraction.

Third Violation: Up to ten (10) days suspension with possible request for expulsion.

D. Cheating/Academic Misconduct:

A student will not use AI inappropriately, plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

Violation: After School Behavior Program (ASBP) spent correctly doing all work related to the cheating incident for half credit and satisfactory parent conference.

E. Defacement of Property:

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, and spray-painting surfaces are acts of defacement.

First Violation: Warning, after school detentions, After School Behavior Program (ASBP), Saturday School, up to ten (10) days suspension and/or possible recommendation for expulsion. Reparation and/or restitution, including the obligation to do work in the school, related to the type of offense committed, and a satisfactory parent conference.

Second Violation: Up to ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution

F. Destruction of Property:

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

First Violation: Warning, after school detentions, After School Behavior Program (ASBP), Saturday School, up to ten (10) days suspension and/or possible recommendation for expulsion. Reparation and/or restitution, including the obligation to do work in the school related to the type of offense committed and a satisfactory parent conference. Damaged, lost, or stolen books and other materials must be paid for by the student to whom they are issued. Seniors will not be allowed to participate in graduation ceremonies, nor will underclassmen be allowed to participate in any school-related activities until the bill is paid.

Second Violation: Up to ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution will be required.

G. Disorderly Conduct and/or Disruption:

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disruption and/or disorderly conduct. Behavior is considered disruption and/or disorderly conduct if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

First Violation: Restorative practices, warning, detention periods, After School Behavior Program (ASBP), Saturday School, or up to three (3) days suspension. Confiscation of inappropriate objects.

Second Violation: After School Behavior Program (ASBP), Saturday School, or up to seven (7) days suspension. Confiscation of inappropriate objects.

Third Violation: Up to two (2) After School Behavior Program (ASBP), Saturday School, or up to ten (10) days suspension. Confiscation of inappropriate objects.

H. Disrespect Toward School Employees:

First Violation: Restorative practices, warning, detention periods, After School Behavior Program (ASBP), Saturday School, or up to three (3) days suspension.

Second Violation: Detention periods, After School Behavior Program (ASBP), Saturday School, or up to five (5) days suspension.

Third Violation: Detention periods, After School Behavior Program (ASBP), Saturday School, or up to ten (10) days suspension.

I. Dress Code and Grooming:

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the learning and teaching process. Administrative discretion will be used to determine appropriate dress code.

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parent/guardian to make decisions regarding this appearance, except when their choices affect the educational program of the schools. The Board will have the right to establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

Students shall not wear clothing which:

- a. presents a hazard to the health or safety of the student himself/herself or to others in the school;

- b. interferes with school work, creates disorder, or disrupts the educational program;
- c. causes excessive wear or damage to school property;
- d. prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
- e. depicts or encourages violence or acts of violence, drug use, profanity, or sexually suggestive connotations;
- f. advocates or advertises alcohol or tobacco products; implies, initiates, or advertises gang affiliation.

Violations: Exclusion from school until acceptable standard is met, and/or detention periods. Continued violations will be considered insubordination.

J. Extortion:

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

First Violation: Up to five (5) days suspension. Appropriate notification of police.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion.

K. Failure to Serve Assigned Detention:

A student will not fail to serve an assigned detention of which students and/or parent/guardian have been notified.

Violation: After School Behavior Program (ASBP).

L. False Accusation of School Employee:

A student shall not make a false accusation about a school employee.

First Violation: Warning, after school detentions, After School Behavior Program (ASBP), Saturday School, or up to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police.

M. False Fire Alarm or Bomb Report; Tampering with Fire Alarm Systems; Bomb, Shooting, or Other Threat:

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, or other school property, or a school-related event, then the School Board or its designee shall suspend or expel the student from the School District for a period of time as determined in the discretion of the School Board, or its designee. (MCL 380.1311a[2]).

First Violation: Up to ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion file complaint with police, seek recovery of damages through court of competent jurisdiction.

N. False Identification:

A student will not use another person's identification, including student lunch numbers, or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), or up to three (3) days suspension.

Second Violation: Detention periods, After School Behavior Program (ASBP), or up to five (5) days suspension.

Third Violation: Detention periods, After School Behavior Program (ASBP), or up to ten (10) days suspension.

O. Fighting:

A student will not physically fight with another person.

First Violation: Restorative practices, up to five (5) days suspension from school and satisfactory parent conference. Notification of police, if appropriate.

Second Violation: Up to ten (10) days suspension from school. Notification of police.

Third Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police.

P. Fireworks:

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

Violation: Up to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate.

Q. Forgery:

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension. Notification of police, if appropriate.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police.

R. Fraud:

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to five (5) days suspension. Notification of police.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police.

S. Gambling:

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

First Violation: Warning, detention periods After School Behavior Program (ASBP), and/or up to three (3) days suspension. Confiscation of inappropriate objects.

Second Violation: Up to five (5) days suspension. Confiscation of inappropriate objects.

Third Violation: Up to ten (10) days suspension. Confiscation of inappropriate objects.

T. General Misconduct:

Conduct of students gives a lasting impression to visitors as to the quality of school programs and the character of students. Disruptive behavior, such as pushing, kicking, horseplay, running in the hallway, and litter create safety hazards. Corridor, playground, cafeteria, and bus ramp behavior which could harm or endanger other students is subject to disciplinary action. Therefore, it is incumbent upon all students to refrain from the aforementioned behaviors. Students are not to bring glass bottles to school, nor are they to eat or drink outside the dining areas without permission.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), Saturday School, one (1) to three (3) days suspension.

Second Violation: Detention periods, After School Behavior Program (ASBP), Saturday School, or one (1) to three (3) days suspension, plus satisfactory parent conference.

U. Hazing:

A student will not haze or conspire to engage in hazing of another. As used in this section, “hazing” includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term “hazing” does not include customary athletic events or similar contests or competitions.

First Violation: Warning, detention, After School Behavior Program (ASBP), and/or up to ten (10) days suspension.

Second Violation: Up to ten (10) days suspension contingent upon the severity of the infraction.

Third Violation: Up to ten (10) days suspension and/or possible request for expulsion.

V. Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, being absent from an assigned place, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

Students are expected to possess and carry their School Agenda at all times.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), Saturday School, or up to three (3) days suspension.

Second Violation: Detention periods, up to two (2) After School Behavior Programs (ASBP’s), Saturday School, or up to five (5) days suspension.

Third Violation: Detention periods, up to two (2) After School Behavior Programs (ASBP’s), Saturday School, or up to ten (10) days suspension.

W. Interference with School Authorities:

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

First Violation: Up to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police.

X. Knowledge of Dangerous Weapons or Threats of Violence:

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the administration. Failure to report

such knowledge may subject the student to discipline, to include warnings, detentions, suspension, and/or expulsion. The Michigan Department of State Police and the Michigan Department of Education have established a statewide school violence hotline for students to make anonymous reporting of specific threats or imminent school violence or other suspicious or criminal conduct by juveniles. Students can contact OK2SAY by calling 1-855-565-2729, texting 652729, or emailing ok2say@mi.gov.

Y. Leaving School Without Permission:

A student will not leave campus without permission from authorized school personnel.

First Violation: Saturday School.

Second Violation: Two (2) sessions of Saturday School.

Third Violation: Up to ten (10) days suspension.

Z. Loitering:

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

First Violation: Warning, detention, or After School Behavior Program (ASBP).

Second Violation: Up to two (2) After School Behavior Programs (ASBPs) or up to three (3) days suspension. Parent notification and possible police involvement.

Third Violation: Up to five (5) days suspension, parent conference, police will be notified.

AA. Physical Assault:

A student will not physically assault another person. If a student enrolled in grade 6 or above commits a physical assault at school against another student, the School Board or its designee may suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the School Board, then the School Board or its designee shall expel the student from the School District permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

First Violation: Up to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police.

BB. Possession of Inappropriate Personal Property:

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material and laser lights. Certain devices, like headphones and earbuds, may be permitted for health or other reasons, if approved by the principal or his/her designee. Confiscation of the items and satisfactory parent conference may occur.

Cell Phones

Personal communication and electronic devices such as cell phones are to be put away in student's lockers at the start of the school day (7:39am) until the end of the school day (2:29pm). While we understand the importance of a cell phone to maintain contact between a parent and student, all parties should utilize the office for all communication from 7:39 am - 2:29 pm, even in case of emergency. Smart Watches will be permitted during the school day, however, these devices should not be used as a communication device. Personal communication and electronic devices, including cell phones are considered non-essential school items and therefore are not the responsibility of school personnel if they are lost, stolen, or damaged.

First Violation: Confiscation, warnings, detention periods, After School Behavior Program (ASBP), or suspension from school for up to three (3) days and until satisfactory conference with parent/guardian.

Second Violation: Confiscation to be picked up by parents, detention periods, up to two (2) After School Behavior Program (ASBP), Saturday School, and/or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent/guardian.

Third Violation: Confiscation to be picked up by parents, up to two (2) After School Behavior Program (ASBP), Saturday School, up to ten (10) days suspension contingent upon the severity of the infraction, plus possible recommendation for expulsion and satisfactory conference with parent/guardian.

CC. Profanity/Obscenity:

A student will not orally, in writing, electronically, or with photographs or drawings, use profanity or insulting, obscene gestures during school or at any school activities.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), Saturday School, or suspension from school for up to three (3) days and until satisfactory conference with parent/guardian.

Second Violation: Detention periods, up to two (2) After School Behavior Program (ASBP), Saturday School, or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent/guardian.

Third Violation: Up to two (2) After School Behavior Program (ASBP), Saturday School, or up to ten (10) days suspension contingent upon the severity of the infraction, plus possible recommendation for expulsion and satisfactory conference with parent/guardian.

DD. Public Displays of Affection:

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature. Hand holding is considered to be an inappropriate public display of affection.

First Violation: Warning and/or detention.

Second Violation: Warning, detention, After School Behavior Program (ASBP), or up to three (3) days suspension, parent/guardian notified.

Third Violation: After School Behavior Program (ASBP) or up to five (5) days suspension, parent or guardian conference.

EE. Sexual Assault:

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another pupil enrolled in the same district, the school board or its designee may expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

FF. Sexual Harassment (Level I):

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension with possible recommendation for expulsion.

Second Violation: Up to ten (10) days suspension contingent upon the severity of the infraction and/or possible request for expulsion.

GG. Sexual Harassment (Level II):

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension with possible recommendation for expulsion. Police may be involved.

Second Violation: Up to ten (10) days suspension contingent upon the severity of the infraction and/or possible recommendation for expulsion. Police may be involved.

HH. Smoking/Tobacco Possession:

A student will not smoke, use tobacco, or possess any substance containing tobacco, including smoking paraphernalia such as a lighter, and/or the use of electronic “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance in any area under the control of the school district, including all activities or events supervised by the school district.

1. Possession:

First Violation: Confiscation and up to three (3) days Suspension. Police may be contacted.

Second Violation: Confiscation and up to five (5) days suspension. Police may be contacted.

Third Violation: Confiscation and up to ten (10) days suspension and/or recommendation for expulsion. Police may be contacted.

2. Use on School Premises, at School-related Activities, or en route between the High School or the Middle School and the In-House Suspension Room:

First Violation: Confiscation and up to five (5) days suspension. Police may be contacted.

Second Violation: Confiscation and up to seven (7) days suspension. Police may be contacted.

Third Violation: Confiscation and up to ten (10) days suspension and/or possible recommendation for expulsion. Police may be contacted.

3. Use Within Sight of Middle School Between 7:00 a.m. and 3:30 p.m.:

First Violation: Confiscation and up to five (5) days suspension. Police may be contacted.

Second Violation: Confiscation and up to seven (7) days suspension. Police may be contacted.

Third Violation: Confiscation and up to ten (10) days suspension and /or possible recommendation for expulsion. Police may be contacted.

II. Student Disorder/Demonstration:

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

JJ. Student Distributed Material:

Any material handed out by students or displayed on school property must be approved by the principal, assistant principal, or other designee before it may be distributed or displayed to other students.

First Violation: Warning and/or detention periods, and/or up to five (5) days suspension.

Second Violation: Up to Seven (7) days suspension, parent conference.

KK. Tardiness:

A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse. The below applies to per semester, per class.

1st unexcused tardy – warning

2nd unexcused tardy – warning

3rd unexcused tardy – one (1) detention period, parents notified

4th unexcused tardy – one (1) day After School Behavior Program (ASBP)

5th unexcused tardy – two (2) After School Behavior Programs (ASBPs)

6th unexcused tardy – Saturday School

7th unexcused tardy – two (2) Saturday Schools

LL. Technology Abuse:

A student will not violate the District's "Technology Use Guidelines." The use of District resources is limited to support of the academic program. The use of the Network/Internet is a privilege that may be revoked by the district at any time and for any reason. Appropriate reasons for revoked privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages. The district reserves the right to monitor, review, inspect, and remove files; limit or deny access; and refer a student for other disciplinary/legal actions.

A district-wide filtering system has been implemented for all student log-on stations.

Students are responsible for their behavior and communication on the Network/Internet. Any misuse of a student account will result in suspension of the

account privilege and/or other disciplinary/legal action determined by the District. Misuse shall include, but is not limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
2. Misrepresenting other users on the Internet/Network. (Users may only access the Network/Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Users may not allow other users to utilize their passwords).
3. Malicious use of the Internet/Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Users may not use the Board's computers/network to disrupt the operation of the Network/Internet including deleting or moving network files or develop programs that infiltrate a computer or computer system and damage the software components of a computer or computing system.
4. Interfering with others' use of the Network.
5. Use of the Network/Internet for non-educational related purpose. (Users may not use the internet to engage in "hacking," gambling, or other unlawful activity; advertising, or any commercial purposes, political lobbying; or transmit any material in violation of any State or Federal law or regulation, or Board policy.)
6. Unauthorized installation of software.
7. Downloading, copying, or unauthorized use of licenses or copyrighted software.
8. Unauthorized downloading of non-instructional files or information including, but not limited to, licensed or unlicensed programs, MP3 files, inappropriate material, or other large files.
9. Unauthorized disclosure, use and dissemination of personal identification information regarding a student or staff member.
10. Accessing or participating in online "chat rooms" or other forms of direct electronic communication including email, instant messaging, or "Listserves" without prior approval.
11. Use of the Network/Internet to access, process, distribute, display, or print pornography and other materials that are obscene, objectionable, inappropriate, and/or harmful to minors.
12. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

13. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)] Cyberbullying includes, but is not limited to the following:
- e. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - f. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - g. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - h. Posting misleading or fake photographs of students on website.

Violations: Restorative practices, warning, detention periods, referral to school counselor and/or social worker. After School Behavior Program (ASBP), Saturday School, up to ten (10) days suspension, and/or expulsion depending on severity, and restitution.

Users are expected to abide by the following generally-accepted rules of network etiquette:

- 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
14. Students are expected to take home and return, each day, their fully-charged school issued Chromebook. Students, who have forgotten to charge their Chromebook or have left their Chromebook at home, may borrow a Chromebook for the day from their classroom teacher.

Violations: A student's Chromebook is considered to be an essential tool in their education; therefore, repeated infractions of either not coming to school with a fully charged device, or forgetting their device will result in possible consequences determined by the teacher.

MM. Theft or Possession of Stolen Property:

A student will not, without permission of the owner or custodian of the property, take property or have in his/her possession property which does not belong to the student. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from administration. The school is not responsible for personal property.

First Violation: Restorative practices, warning, detention, After School Behavior Program (ASBP) or up to ten (10) days suspension and satisfactory parent/guardian conference. Restitution and notification of police, if appropriate.

Second Violation: Up to ten (10) days suspension and satisfactory parent/guardian conference. Restitution and notification of police, if appropriate.

NN. Threat/Coercion:

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension, contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police. Counseling/assessment services may be required.

OO. Trespassing:

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. Failure to comply may result in suspension, expulsion, and/or arrest for trespassing.

PP. Trespassing and Vandalism of a Staff Member's Personal and/or Real Property, On or Off School Property:

Violation: Up to ten (10) days suspension with possible recommendation for expulsion, depending on circumstances and the severity of the vandalism. Parent conference, file complaint with police, full restitution must be paid.

QQ. Truancy/Skipping:

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the School or parent/guardian.

Students skipping class for less than one (1) period:

First Violation: After School Behavior Program (ASBP).

Second Violation: Saturday School.

Third Violation: Two (2) Saturday Schools.

Students skipping school one (1) class period or more:

First Violation: Saturday School.

Second Violation: Two (2) Saturday Schools.

Third Violation: Three (3) Saturday Schools.

RR. Unsportsmanlike Behavior or Heckling at School Events:

First Violation: Warning, detention periods, and/or removal from school event, and/or suspension from school events.

Second Violation: Removal from school event, and/or suspension from school events, and/or up to five (5) days suspension.

Third Violation: Removal from school event, and/or up to ten (10) days suspension. Students may not attend school functions for the remainder of the school year.

SS. Verbal Assault Against an Employee:

Verbal Assault: Defined as an intentional act of verbally threatening to do bodily harm coupled with an apparent, present ability to cause the harm.

If a student enrolled in grade 6 or above commits a verbal assault, as defined by School Board Policy, at school against a person employed by or engaged as a volunteer or contractor by the School Board, then the School Board or its designee shall suspend or expel the student from the School District for a period of time as determined in the discretion of the School Board or its designee. (MCL 380.1311a[2]).

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension, contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police. Counseling/assessment services may be required.

TT. Weapons: Dangerous Instruments:

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection.

Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances, razors, or box cutters.

Violation: Up to ten (10) days suspension contingent upon the severity of the infraction, with possible recommendation for expulsion and/or notification of police, if appropriate.

UU. Weapons: Dangerous Weapons:

Dangerous Weapons: A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

Violation: Up to ten (10) days suspension, parent conference, file complaint with police, seek recovery damages through court of competent jurisdiction, and/or possible recommendation for expulsion.

Dangerous Weapons, Firearms: A “firearm” means: guns of any type whatsoever, including air, gas-powered, and spring, guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, or look alike items presented as a firearm, ammunition, and explosives or any other firearm described in 18. U.S.C. 921.

Violation: Ten (10) days suspension, recommendation for expulsion. Superintendent and police notification.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone” (subject to consideration of possible exceptions, with possible reinstatement, pursuant to MCL 380.1311 (5)). (MCL 380.1311[2]).

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student* while the student is in attendance at school or a school activity, or while the student is en route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his/her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

VV. Violation of:

1. State laws
2. Local ordinances

First Violation: Up to ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, and/or possible recommendation for expulsion.

Second Violation: Recommendation for expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

Students should be aware that State law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but limited to theft and vandalism, occurring in the school as well as in the community.

TYPES OF DISCIPLINARY ACTION AND DISCIPLINARY PROCEDURES

A. DETENTIONS:

This is detention time that must be served after school. Parent/guardian will receive written and/or verbal notification one (1) day in advance of detention, and are responsible for the student's transportation home after the detention period. Students will be given assigned duties during this time period. Failure to serve the detention will result in an ASBP.

Note: All detentions will be served after school, unless otherwise specified by school personnel.

B. CLOSED CLASS:

A teacher may exclude a student for one (1) day from class for serious violation of classroom rules. A school administrator may keep a student out of a class or classes due to serious misconduct or continued behavior problems. In order to re-enter the classroom, a parent/guardian conference will be required.

C. AFTER SCHOOL BEHAVIOR PROGRAM (ASBP):

ASBP will be held on Tuesdays and Thursdays of every week from 2:35 p.m. to 4:35 p.m. Families will be notified by telephone or email at least one (1) day in advance of an assigned ASBP. Students are expected to be on time and have work to complete while serving ASBP. Parents/guardians are responsible for transportation home after the ASBP is completed. Failure to serve the assigned ASBP will result in a one (1) day in-house suspension.

D. SATURDAY SCHOOL:

Saturday School will be held twice a month, every other Saturday from 8:30 a.m. to 11:30 a.m. at Vicksburg High School. Parent/guardian will be notified by telephone or email of an assigned Saturday School. While assigned to Saturday School, the following rules apply:

1. Students must report to an assigned Saturday School. A doctor's note will be the only acceptable excuse.
2. Students must report to their assigned room by 8:30 a.m. Doors will be locked no later than 8:35 a.m. Students arriving late will not be allowed to serve Saturday School on that day.
3. Students will be required to stay for the entire three hours to complete an assigned Saturday School.
4. Disruption, insubordination, or sleeping will result in removal from Saturday School. Students removed will be required to make up the Saturday School.
5. No electronics allowed in Saturday School, i.e., cell phones, iPods, MP3 players, hand held games, etc.
6. Bathroom breaks will be provided. No wandering of the building during break time.

7. Students will be required to complete school work, read quietly, draw quietly, or study. Students are responsible to bring their own materials. Students will not be allowed to go to lockers or the library.
8. If a student fails to report for an assigned Saturday School, an additional Saturday School will be issued by an administrator on the following Monday. In addition, any student who fails to serve an assigned Saturday School will immediately become ineligible for athletics, extra-curricular activities, sporting events, etc., and should only be on campus during school hours. The student will regain eligibility and privileges once the initial Saturday School is completed.

If a student fails to serve two (2) consecutive Saturday Schools, a three (3) day suspension will be assigned the following Monday.

E. SUSPENSIONS:

IN-HOUSE SUSPENSION: A school administrator may require a suspended student to attend school during the period of suspension in an assigned location within the Vicksburg Community Schools.

The suspended student will be assigned a specific location, which they may not leave during established school hours without permission from the suspension room supervisor. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

The student may not participate in or attend any school function while under suspension. The suspended student shall not return to the regular middle school program, until all their time has been made up, and they leave the in-house program in good standing.

Specifics: While assigned to this program, the following rules apply:

- a. No talking or other communication at any time within the room.
- b. Restroom privileges are limited to once in the morning and once in the afternoon.
- c. The student is not to sleep or lay his/her head down at any time.
- d. Desks will be placed by the supervisor and are not to be moved.
- e. If a student has any questions, or needs to leave his/her seat for any reason, s/he is to raise his/her hand until recognized by the supervisor. Conversations between the student and the supervisor will take place quietly at the supervisor's desk.
- f. Students may work on schoolwork only, unless all assignments have been completed satisfactorily.
- g. Students are expected to arrive on time. Tardiness will count as a first period tardiness at the home building and may result in detention there or in additional suspension.

- h. Go directly to the suspension room. Absolutely no association with other students on school property. A suspended student is not to enter his/her school building at any time without the principal's permission.
- i. Students may order lunch or are to provide their own lunch. Milk is available at the student's cost. Food may be eaten only between 11:00 and 11:30 a.m.
- j. Assessments will be taken in the in-house suspension room or, if the teacher desires, at school the first day back from suspension.
- k. All communication with the in-school supervisor will be respectful.
- l. Students may be expected to walk over to school to retrieve academic assignments.
- m. Students must sign in and out when using the restroom. Restrooms will be checked on a random basis. The last person to use the area will be held responsible for smoking, damage, etc.
- n. Cell phones brought to ISS must be turned over to the ISS supervisor. Backpacks may be subject to search.
- o. Students will be expected to adhere to the Vicksburg Middle School code of conduct.

OUT OF SCHOOL SUSPENSION: For safety reasons, or where an expulsion hearing is pending, the administration may suspend a student at home for a period of time. During this period, a student may not attend school for a specified period of time nor may the student enter upon school premises, nor attend or participate in any related school activities.

EXTENDED SUSPENSION: A suspension for a period of more than ten (10) days as approved by the Board. **Note:** All suspensions for violations of the School Code of Conduct are to be effective until the number of school days has passed.

- F. **EXPULSION:** The student is permanently excluded from school unless defined by State and Federal statutes. Expulsion from school will preclude a student from earning any further credit.
- G. **RE-ENTRY CONTRACT:** As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth terms and conditions of reinstatement. Any violation of the re-entry contract will result in an additional suspension, placement in an alternate educational setting, or expulsion from school.
- H. **DUE PROCESS:** The Board of Education recognizes the following:
 - 1. Students have certain rights of citizenship as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code, and other laws passed by the legislation of the State of Michigan subject to certain conditions applicable to the school environment.
 - 2. That the primary intent of society in establishing the public school is to provide an opportunity for learning.

3. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
 4. That the opportunity for education is one of these citizenship rights.
- I. **CONFIDENTIALITY:** Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.
- J. **SUSPENSION PROCEDURES:**
1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
 2. The student will have the right to present, to the school administrator, any relevant information that will support his/her defense.
 3. Before suspending a student, schools must consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address the behavior.
 4. If the student is suspended by the school administrator, the administrator will:
 - a. notify the families, as soon as possible, of the suspension, the reasons for the suspension, and the steps necessary to effectuate the student's return.
 - b. meet with the parent/guardian and the student to plan satisfactory return of the student to the school setting if deemed necessary by the administrator.
 5. If the parent/guardian are dissatisfied with this action, they may appeal to the Superintendent or designate to review the decision.
 6. If the suspension is for a period of more than ten (10) days, the same due process for students, as is covered under students being expelled from school, will apply.
 7. Section 504/Special Education Accommodations: In the event a student is disabled, accommodations may be made to IHS procedures in accordance with the IEPC or 504 Plan.
- K. **EXPULSION PROCEDURES:** This is the removal from school on a permanent basis. This action may be taken by the Board of Education only. The following procedural guidelines will govern the expulsion process:
1. Before expelling a student, unless in a firearms offense, the school must consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address the behavior.
 2. Written notice of charges against a student will be supplied to the student and his/her parent/guardian by registered mail. Included within this notice

shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved.

3. Parent/guardian and students against whom charges have been filed will be required to attend this hearing.
4. The student shall be given an opportunity to give his/her version of the facts and implications. S/he should be allowed to offer the testimony of other witnesses and present other evidence.
5. The student and his/her parent/guardian may be represented by legal counsel.
6. The student, his/her parent/guardian, or legal agent, shall be allowed to review all evidence offered against the student. In addition, they shall be allowed to question any witness present at the hearing.
7. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing. An open or closed hearing, at the student's option, may be requested, before a majority of the Board of Education.
8. The Board of Education, by a majority vote, shall state, within ten (10) days after the hearing, its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion, or extended suspension.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent/guardian.
10. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

L. **SERIOUS VIOLATIONS:** A building administrator may recommend to the Board that a student be given an extended suspension or expelled from school, upon a first, second, or third violation, if, in the opinion of the administrator, the presence of student will be disruptive to other students or to the educational process.

M. **PERSISTENT VIOLATIONS:** Any student who is suspended from school, and whose prior suspensions during the same school year total twenty (20) days or more, may be required to attend a parent/guardian conference with the Superintendent and the building principal. At this meeting, the future status of the student will be determined. Students reaching this twenty (20) day total, may be subject to an extended suspension or expulsion, and can only return to the regular school program under behavioral guidelines.

N. **RESERVATION OF RIGHTS:** The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school, which are not specifically stated herein, as the need arises. When, in the judgment of the

administration, the student’s behavior reaches such a proportion, or is of a nature that it tends to influence others adversely, and/or interferes with the educational process, or infringes on the rights of others, the behavior is grounds for suspension or recommendation for expulsion.

- O. NOTIFICATION OF LAW ENFORCEMENT AGENCIES:** State law requires each school board to comply with the state wide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage	Robbery or Extortion
Suspected Armed Student	Unauthorized Removal of a Student
Weapons on School Property	Threat of Suicide
Death or Homicide	Suicide Attempt
Drive-By Shooting	Larceny (Theft)
Physical Assault (Fights)	Intruders (Trespassing)
Bomb Threat	Illegal Drug Use or Overdose
Explosion	Drug Possession or Drug Sale
Arson	Vandalism or Destruction of Property
Sexual Assault	Minor in Possession of Alcoholic
(Criminal Sexual Conduct)	Liquor or Tobacco
Bus Incident or Accident	

- P. INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES:** The School District endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent/guardian was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

POLICY ON SEARCHES OF STUDENTS' LOCKERS AND LOCKER CONTENTS

A. LOCKERS ARE SCHOOL PROPERTY:

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee. If permission is granted a student shall provide, in the office, a spare key and/or a copy of the lock combination.

B. LEGITIMATE USE OF SCHOOL LOCKERS:

The school assigns lockers to its students for the student's convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the public school principal or his/her designee.

C. SEARCH OF LOCKER CONTENTS:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

D. SEIZURE:

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older,

shall be notified by the public school principal or his/her designee of items removed from the locker.

GUIDANCE SERVICES

AT VICKSBURG MIDDLE SCHOOL

HOW CAN THE GUIDANCE DEPARTMENT HELP ME?

- Through counseling, the student is helped to understand himself or herself in relation to the world in which he/she lives. We assist students individually and in groups
- The student is helped in making the transition from one school level to another and from one school to another.
- The counselor makes referrals to specialists and community agencies for services available beyond those he or she can provide.
- The counselor visits with sixth grade students as a means of explaining services available to them.

WHO IS THE COUNSELOR?

Your counselor has had extensive experience in working with students and their concerns. Your counselor has a Master's Degree in Counseling.

Our Counseling staff consists of:

- Mrs. Tatiana Curtiss 269-321-1311 tcurtiss@vicksburgschools.org

HOW DO I MAKE AN APPOINTMENT WITH A COUNSELOR?

Individual counseling experiences are available to all students. Should you wish to see a counselor, come to the main office and complete a request to see the counselor.

Office hours coincide with the regular school day from 7:25 – 3:25 pm.

WILL WHAT I DISCUSS WITH THE COUNSELOR BE KEPT CONFIDENTIAL?

Absolutely. Because of their interest in you and their ethical obligation to the counseling profession, your counselor will, at no time, reveal to others what you share with them. Exception: Police Department or Government Agencies, or Duty to Warn instances.

WHO MAY USE THE SERVICES OF THE COUNSELING DEPARTMENT?

Services of the department are available to students, parents, former students and faculty.

VICKSBURG COMMUNITY SCHOOLS
GRIEVANCE PROCEDURE FOR TITLE II, VI, IX AND SECTION 504

Section I

If any person believes that the Vicksburg School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II of the Americans with Disabilities Act of 1990 (2) Title VI of the Civil Rights Act of 1964, (3) Title IX of the Education Amendment Act of 1972, and (4) Section 504 of the Rehabilitation Act of 1973, s/he may bring forward the complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator as follows:

Gail Van Daff, Director of Curriculum and Instruction

Vicksburg Community Schools

301 South Kalamazoo Avenue

Vicksburg, Michigan 49097

Or the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Jeanine Mattson-Gearhart, Director of Special Education

KRESA Southern Service Area

8107 Mustang Drive

Portage, MI 49002

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator/504 Compliance Officer, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator/504 Compliance Officer within five (5) business days of receipt of answers to the informal complainant. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator/504 Compliance Officer, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after

receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The local Coordinator, on request, will provide the complainant with a copy of the Vicksburg Community Schools grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Students and parents and representatives of Vicksburg Community Schools may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The OCR office for Michigan is located at:

Office for Civil Rights
US Department of Education
1350 Euclid Ave, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-522-4944
Email: OCR.Cleveland@ed.gov

The OCR National Headquarters is located at:

US Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
FAX: 202-246-6840
TDD: 877-521-2172
Email: OCR@ed.gov

SCHOOL ORGANIZATION AND PROCEDURES

AGENDA BOOK/STUDENT PASSES

1. All students are required to have their agenda book with them throughout the day, with the exception of the student's lunch period.
2. Students will use agenda books for passes by completing all necessary information prior to securing teacher signature.
3. Students are expected to keep the agenda in working order. If an agenda book has been lost, students will be required to purchase an additional copy in the middle school office for \$3.

ADDING/DROPPING CLASSES

Each year students will be able to view their schedule in Skyward prior to the start of the school year.

There should not be a great deal of schedule changes that need to take place, but Schedule Change Requests need to be emailed to the principal no later than a week before the semester ends (or a week prior to school starting).

The request will be considered if:

1. There is a valid reason for requesting the change.
2. The number of students in each class supports making the change.
3. It is a "level change" meaning that a student either needs to be in a higher level class or lower level class based on academic capabilities.

ANNOUNCEMENTS

Announcements to be included must be e-mailed to our office paraprofessional at least one day prior to the announcement being made. Announcements will be read at the beginning of the first period.

BUS RULES

In addition to AG **550B**, The Student Code of Conduct, as it appears in this handbook, applies in its entirety to students riding on the bus. Consequences for violation of these rules may include the suspension of bus riding privileges.

CLOSED CAMPUS

The middle school operates on a "closed campus" basis, which means that students are to remain in school or in designated outside areas after their arrival on school grounds until the end of the normal school day.

DAMAGED, LOST AND STOLEN PROPERTY

Vicksburg Community Schools cannot and will not be responsible for damaged, lost or stolen articles, regardless of location on school property.

EMERGENCY PROCEDURES

In order that students may know how to act quickly and efficiently in case of emergency, fire and disaster drills are held periodically throughout the school year. Regulations are posted in the classrooms and reviewed in detail with every class. All students in the building must leave the building during the fire drill. School will not be dismissed early and dismissal will be at the regular time in the event of a tornado watch. In the event of an active school shooting, VCS utilizes the ALICE response system.

HOMEWORK GUIDELINES 2330B

A. The purpose of Homework:

Homework assignments should have a specific purpose related to the learning objectives of a program or course. Homework should involve application of knowledge, reinforcement of communication, research, and other skills. Homework should provide experiences which strengthen attitudes and allow for creativity.

B. Guidelines:

1. All homework assignments should have a specific purpose related to the learning objectives of a program or course. It does not have to be a written assignment, and should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
2. Generally, homework will only be given Monday-Thursday. However, there may be occasions when a mid-week assignment may hold over into the weekend or homework given for the weekend.
3. Teachers will assist students in learning to manage long-term assignments and use of independent practice time.

Students are encouraged to use class time provided for initiating homework. Should they choose to waste class time or manage their time differently, their homework time may exceed guidelines.

4. Normally, homework will not be assigned over school vacations and holidays, but may be with teacher discretion.
5. All written homework will be collected from students and evaluated by students, peers, and/or teachers, not necessarily graded. It will be returned in a timely manner.
6. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their homework as it relates to the particular program or course of study.

7. It is recommended that teachers consider the individual differences of their students when assigning homework.
8. The daily use of a properly filled out Agenda Book can be an invaluable tool in helping students organize their time and efforts. Parent/guardian can help by asking to see their child's Agenda Book and then reviewing the work. All teachers will instruct students in how to use the Book in their classrooms, and all students will be required to have and use the Book every day. Procedures for the implementation and use of the school provided Agenda Book will be developed and enforced by individual classroom teachers.
9. Teachers will communicate their homework expectations to parent/guardian at the beginning of the school year, not later than the third week of school. These expectations should clearly state any incentives or penalties related to homework completion. Failure to turn in homework may result in one or more of the following:
 - a. Reminder
 - b. Warning
 - c. After school detention – spent doing homework
 - d. A zero (0) on the assignment, recorded in the grade book which will affect the marking period grade
 - e. Continual failure to turn in assignments will result in a parent/guardian conference with the classroom teacher and building principal
 - f. Chronic problems will be treated as an act of insubordination.
10. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
11. The following are guidelines for suggested total homework time and constitute a reasonable range rather than a quota.

Grade 6	75 minutes minimum per week
	60 minutes maximum per day
Grades 7/8	120 minutes minimum per week
	90 minutes maximum per day

LIBRARY

1. Open 7:33 a.m. – 3:30 p.m. Monday thru Friday. The library will be closed one half-hour per day due to lunch and this half-hour will vary by day and week depending on student and teacher requests for the library.
2. No food or beverages.
3. No sleeping.
4. Disruptive behavior will not be tolerated in the library and may result in loss of privileges and/or school consequences up to suspension.
5. Students in the library on a written pass from the instructor should have their agenda book open for the library media specialist to verify their ability to use the library at that time. Students must have the media specialist's signature on the pass in order to leave.

MAKE-UP WORK

Student failure to make up work missed due to absences contributes greatly toward a large percentage of our low or failing grades. It is the responsibility of the student to contact the teacher whose class has been missed. This should be done at the convenience of the teacher.

Excused absences allow the student to make up all missed work. One (1) day shall be granted for make-up work for each day of absence. However, a student may, with teacher approval, have two (2) days to make up missed work for each day he/she has had a confirmed absence, when the absence is of three (3) or more days.

Where work has been furnished to a student in advance of a pre-arranged absence, that work is due on the date that student returns to class.

In general, requests for office assistance in providing homework to students who are not in attendance should be limited to multiple absences.

MEDICAL INFORMATION

Report any medical information, in writing, directly to the MS office which may have an effect on student safety or health (i.e. seizures, allergies, fainting spells, impaired vision or hearing, etc.).

PARTICIPATION IN NON-CURRICULAR FIELD TRIPS AND SOCIAL ACTIVITIES

A student may be excluded from participating in non-curricular field trips or activities (i.e., roller skating, dances, activity parties, Cedar Point, Talent Show, etc.) if any of the following criteria is met:

- suspended two (2) or more times
- suspended for five (5) or more days
- accrued 9 or more absences in the semester in which the event occurs
- failing one or more classes

- absent from school on the day of the event, unless prior arrangements have been made with the building principal

REGULATION COVERING ADMINISTRATION OF MEDICATION

Responsibility:

Each Principal, or designee, shall be responsible for the administration of medication in the school office to students under their jurisdiction. School employees shall not assume the responsibility for dividing any medication into proper dosage amounts except liquid divisions intended for oral administration or external application.

Authorization:

A Principal may designate one or more employees to have responsibility for medications and associated records in accordance with the following guidelines:

1. Medication shall be brought to school only by the parent/guardian, not the student and kept in the original pharmaceutical container, the label which shall state:
 - a. The name of the student
 - b. The name of the medication, dosage and frequency of dosage, and,
 - c. The name and telephone number of the pharmacy.
 - d. The authorization by the parent/guardian.
2. Medication containers shall be kept in a reasonably secure place which is not accessible to students or unauthorized personnel.

Termination:

Unless the written statement authorizing administration of medication shall expressly provide, such authorization shall terminate upon the expiration of thirty (30) calendar days.

Inhalers:

Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines. (Form 5330 F1c)

REPORT CARDS

Report cards are issued each nine weeks and can be viewed through Skyward. No report cards will be printed and sent home unless requested by the parent in Skyward. If you have any questions, please feel free to contact the main office and ask for the Administrative Assistant in charge of student attendance.

Unsatisfactory report cards should result in energetic steps being taken by you and your parents. Teachers and administrative personnel will be happy to confer with parents about unsatisfactory work and study habits. Failure in required core classes may result in the student being assigned to Homework Club for a designated period of time or at which time the student is passing all classes and consistently completing the required coursework.

RETENTION REGULATIONS

A. Academic Performance:

If a student fails two (2) or more of his/her core classes, including English, Math, Social Studies and Science, for the year, he/she may be retained barring any of the excluding factors below:

Other factors:

1. No student shall be enrolled in the Middle School for more than eight (8) semesters, except by permission of the Administration.
2. A student’s parent/guardian may refuse retention once for that student in grades 6-8.
3. Final determination regarding retention is made by the Principal.

B. Performance:

Parent/guardian will be notified, in writing, at the end of the first semester, and again after the third marking period, that their child may be retained, barring substantial progress.

The parent/guardian will be notified, in writing, at the end of the second semester if the child will be retained. At that time the parent/guardian will be given the option of refusing, in writing, the recommendation for retention. This option will not be extended if retention had previously been recommended in grades 6-8.

TELEPHONE

With permission from office staff, a student may choose to use an available office phone for necessary calls.

TRANSPORTATION

- No Middle School student may drive any motor vehicle to school.
- Rollerblades and skateboards are not permitted on school grounds between the hours of 7:00 a.m. and 4:30 p.m., or at any time during an after-school event.
- Students are to park bicycles in the stands provided. Please lock your bicycles in the stand. Bike riding is not permitted during the school day. Bicycles should not be ridden in the school drive or sidewalks before school or after school dismissal.

VICKSBURG COMMUNITY SCHOOLS REGULATIONS

GOVERNING PARTICIPATION IN

INTERSCHOLASTIC ATHLETICS

GENERAL PROVISIONS:

Eligibility:

Any student who meets the minimum eligibility requirements established by the Michigan High School Athletic Association (MHSAA) and Vicksburg Community Schools for participation in Interscholastic athletics is eligible to try out for one (1) or more interscholastic sports activities sponsored by the Vicksburg Middle or Senior High schools.

Participation:

Participation by eligible students in the Vicksburg Middle or Senior High Schools Interscholastic Sports Programs is voluntary and subject to such reasonable rules and regulations as may be established from time to time by the MHSAA, the coaches, the Administration, and the Board of Education.

Pre-participation Requirements:

1. Distribution of Rules: A copy of rules and regulations governing participation by students in the Interscholastic Sports Program shall be given to each student at the time such student first reports for a sports activity each academic year.
2. Review of Rules: On the first scheduled day of practice of any team sport, each team coach shall review the applicable rules and regulations with all student participants.
3. Acceptance and Authorization: Each academic year an authorization form shall be completed by both the student and the student's parent/guardian, if the student is less than eighteen (18) years old, indicating that:
 - a. they have read and agree to abide by the rules;
 - b. the parent/guardian authorizes participation of the student in interscholastic sports activities. A student eighteen (18) years of age or older may complete the acceptance and authorization form on his own behalf.

Duration of Rules: Any student, having once participated in any established school sport, will be considered a Vicksburg athlete covered by the applicable rules and regulations stated below **YEAR ROUND**.

Special Conditioning Programs: A student athlete shall not be required to attend any special conditioning programs held outside the regular sports season as defined by the MHSAA rules.

ATHLETIC STANDARDS:

A. Sports Attendance:

Attend all scheduled practice sessions and games unless excused by the coach.

Authorized Absences: A student athlete may be excused from a practice session according to the following guidelines:

- a. Have an acceptable reason for the absence such as illness, deficiencies in schoolwork, family emergencies, or other obligations which could not reasonably have been anticipated by the student.
- b. Request, in advance of the absence, permission from the coach. If advance permissions are not possible, then inform the coach by the procedure outlined by the coach at the start of the season.
- c. Excused absences are at the discretion of the coach.
- d. Written excuses from a parent/guardian, administrator, or teacher may be required at the discretion of the coach, in order to determine the reason for an absence.
- e. An athlete must complete the current sports season prior to conditioning or trying out for the next sports season.

B. Dress:

Arrive promptly and in proper dress for every practice session and game.

C. Participation:

Actively participate in practice sessions and games, and cooperate in following instructions, hustling, carrying out assignments, and the like.

D. Behavior:

The conduct of any Vicksburg athlete shall be such as to bring no discredit to the athlete, parents or school. This includes behavior and actions both on and off the field or court.

E. School Attendance:

Student athletes must attend school regularly and, in order to be eligible to participate in the next scheduled practice session or interscholastic sports contest, students must attend the last two (2) class periods of the day, unless a pre-arranged absence has been approved by the office. An athlete shall not skip classes. Friday p.m. attendance is required for weekend eligibility unless prior office arrangements have been made.

F. Training Hours:

Student athletes shall maintain training hours as established by the coach.

G. Paraphernalia:

Student athletes shall not be in possession of any item associated with the use of illegal or controlled substances.

H. Travel:

Team members are expected to ride to and from athletic contests on the bus. Exceptions: Parental contact or written permission form on file prior to departure. Athletes who signed consent forms may ride with their parents only, unless prior office arrangements have been made.

Discipline:

Any student athlete who fails to abide by the Athletic Standards "A" through "H" shall be subject to such disciplinary action as the respective coach, with administrative consent, shall determine, including but not confined to, running laps, spending extra time practicing, repeating assignments, being withheld from participation in a scheduled game, or dismissal from the team from the remainder of a sports season. Discipline should be progressively applied, except where the seriousness of a breach of athletic standards, in the opinion of the coach, with administrative consent, shall otherwise require.

I. Controlled Substances:

Student athletes shall not sell, possess, and/or use tobacco, including smoking paraphernalia such as electronic cigarettes, "vapor", or other substitute forms of cigarettes, clove cigarettes, or other smoking devices for burning tobacco or other substances purported to be illegal; shall not be under the influence of alcohol or other controlled substances, and shall not host a party where alcohol or controlled substances are used.

Discipline: First Violation – In/Out of Season

A student athlete, while a member of a team, who admits or is observed, by Vicksburg staff or Administration or by a law enforcement officer who makes a report to Administration, selling, possessing, using, and/or hosting a party where tobacco, alcohol, or any other controlled or purported to be controlled substances or have the effects of illegal drugs (including over-the-counter drugs), or is under the influence of alcohol or other controlled substances, shall be suspended from participation for twenty percent (20%) of their current or next sport season which s/he participates. In order for the suspension to count, the athlete must make a team and remain in good standing the entire season.

Discipline: Second Violation – In/Out Season:

A student athlete shall be suspended from athletics for one season. The student athlete can reduce the suspension to 50% of their season by participation in restorative practices. Restorative practices will be determined by administration. To receive the reduction, the student athlete must complete all practices as designed by administration. Once all practices are completed and the 50% suspension is served the student athlete can resume participation. If the student athlete is in season the suspension will be applied to the sport the student-athlete is participating in at the time of the violation. If the athlete is not in season the suspension will be applied to the next sport season the athlete participates in. In

order for the suspension to count, the athlete must make a team and remain in good standing the entire season.

Discipline: Third Violation – In/Out Season:

A student athlete shall be suspended from athletics for one season. The student athlete can reduce the suspension to 75% of their season by participation in restorative practices. Restorative practices will be determined by administration. To receive the reduction, the student athlete must complete all practices as designed by administration. Once all practices are completed and the 75% suspension is served the student athlete can resume participation. If the student athlete is in season the suspension will be applied to the sport the student athlete is participating in at the time of the violation. If the athlete is not in season the suspension will be applied to the next sport season for the athlete. In order for the suspension to count, the athlete must make a team and remain in good standing the entire season.

Discipline: Fourth Violation- In/out of Season:

A student athlete shall be suspended from athletics for the remainder of their career at Vicksburg Middle School.

J. Grades:

Maintain passing grades in all subjects

Discipline:

Any student participating in athletics for Vicksburg Schools will be expected to maintain passing grades in all subjects during seasons of competition. The Athletic Director will administer weekly checks of academic grades for all athletes in season.

1. Athletic Ineligibility

A student who receives failing Semester grades in three (3) or more classes from the previous semester will be excluded from athletic participation for the next full semester.

2. Athletic/Academic Probation:

During the current athletic season, athletes may continue to practice and compete in any contest if they receive a failing Marking Period grade in one (1) or two (2) classes during weekly grade checks. The student/athlete will be placed on probation until the grade(s) are passing.

3. Athletic/Academic Suspension:

A period during which an athlete may continue to practice, but not compete in any contest if they receive failing Marking Period grades in three (3) or more

classes during weekly eligibility checks. During academic suspension, the athlete must provide a weekly grade report to the Athletic Director and coach.

If at the end of the week-long suspension the athlete still has a failing grade in a class, they will remain on suspension from athletic contests until a passing grade is restored and the week of suspension has elapsed.

K. Equipment:

Be financially responsible for all equipment issued to him/her.

Discipline:

No athlete may participate in a sport until all financial obligations are met for the previous sport.

L. Student Handbook:

Abide by the rules and regulations set forth in the applicable Student Handbook, or established from time to time by the administration.

Discipline:

Any student athlete who is disciplined as a result of the Student Handbook shall have his/her participation modified in the following manner:

Limited Suspensions:

A student athlete who is given a limited suspension from school, beyond one (1) day (2 to 10 days) for a violation of school rules shall automatically be withheld from participation in the interscholastic sports program for the duration of such suspension. The student shall be permitted to participate in the next regularly scheduled athletic event after the suspension ends, provided, however, that such student has participated in practice sessions after the termination of his suspension.

Extended Suspensions:

A student athlete who is given an extended suspension from school (by the Board of Education) for a violation of school rules shall automatically be withheld from participation in the interscholastic sports program for the remainder of that sports season or the period of such suspension, whichever is longer.

M. Conviction by a Court of Law:

A student who is found guilty of a felony by a court of competent jurisdiction or pleads nolo contendere shall be suspended from participation in any interscholastic sports program for a period of one (1) year from the date of disposition of the case; however, until the date of such disposition, such student shall be allowed to continue participation in practice sessions and contests, unless school discipline has been imposed or deemed appropriate by administration.

N. Hazing:

A student will not haze or conspire to engage in hazing of another.

As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

1. **First Violation:** Warning, detention, and/or up to ten (10) days suspension.
2. **Second Violation:** Up to ten (10) days suspension contingent upon the severity of the infraction.
3. **Third Violation:** Ten (10) days suspension with possible request for expulsion.

REVIEW PROCEDURES

A. Conference:

The parent/guardian of the athlete, or athlete, if eighteen (18) years of age or older, may request a conference within the time period of the suspension, with the coach and Athletic Director.

Review:

If a parent/guardian or student (if 18 years or older), is aggrieved by the decision of the coach and Athletic Director, the parent/guardian may request a review of such decision with the Principal. The decision of the Principal in such cases shall be final.

B. Season Suspension:

For violations of Athletic Standard "I" (Controlled Substances):

1. Conference:

The parent/guardian of the athlete, or athlete if eighteen (18) years of age or older, may request a conference with the coach, Athletic Director, and Principal.

2. Review:

If a parent/guardian or student if eighteen (18) years or older, is aggrieved by the decision of the Conference Committee, s/he may request a review by the Superintendent of Schools.

3. Hearing:

Within ten (10) days from the date of the Superintendent's decision to affirm a season suspension, the parent/guardian of such athlete may request a hearing before the Board of Education. The Board shall establish a date, time and place for a hearing on the matter, and shall transmit written notice thereof to the parent/guardian at least five (5) days prior to such hearing

date. The procedure governing such hearing shall conform to the following guidelines:

- a. **Notice:** The notice of the hearing shall advise the athlete of the grounds for the charges in specific enough terms to enable the student to anticipate the subject content of the proposed hearing and to prepare a defense thereto.
- b. **Counsel:** The athlete, or the parent/guardian of the student, may be represented by counsel or other person.
- c. **Witnesses:** Witnesses may be called by either party, and either party may cross-examine the witnesses of the other party.
- d. **Board Counsel:** The Board may be represented by counsel and shall have the right to have present such other persons as the President of the Board deems essential to the proper adjudication of the matter.
- e. **Evidence:** The Board may admit evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs, but, inasmuch as a Board hearing is not a court proceeding, court rules of evidence shall not be enforced at such hearing.
- f. **Public or Private Hearing:** The hearing shall be public unless the parent/guardian shall, in writing, request a private hearing in accordance with applicable law.
- g. **Board Opinion:** The Board shall render a written opinion, including its findings of fact and decision, within ten (10) calendar days from the date of the hearing. A copy of such opinion shall be given to each of the parties concerned.

GENERAL TEAM GUIDELINES

1. All eligible students will be offered the opportunity to try out for an athletic team. Each sport has a starting date and there will be a minimum of three days of tryouts/practice before cuts are made.
2. **General Commitment to the program:** Each athlete that is on a team must have a strong commitment to the team and athletic program in general. Being on a team will require teamwork, self-discipline, loyalty, tolerance, sportsmanship and perseverance. If an athlete has a concern or conflict, first begin by talking with the Head Coach of the team.
3. **Practices and Contests:** Practices, in general, begin around 3:00-3:30 p.m. and end around 5:30-6:00 p.m. During the winter and early spring the practice times vary from day to day as a result of the demand for gymnasium use. Athletic contests are usually scheduled a year in advance or more. Each sport usually has its own pattern of which days in the week they play their contests.
4. **Equipment & Uniforms:** The athlete is responsible for all uniforms and equipment that the school provides. All equipment must be turned in immediately following the end of the season. The student will be charged for all uniforms or equipment not returned or returned in inappropriate condition.

5. **Transportation:** All athletes are expected to be transported by school provided or approved means of transportation. This includes going to the scheduled contest and the return trip to Vicksburg. A signed parent consent form must be approved by the office prior to any exception to this. Any change in this procedure must be reported to the head coach and Athletic Coordinator well in advance of the change.

ISSUES IN ATHLETICS

Vicksburg Public Schools are very proud of our sound educational and athletic programs. We have committed ourselves to provide a program that all student athletes can be proud to be a part of while they are in school. We perceive ourselves as having one of the best educational athletic programs in Michigan. As a result of our commitment, we will also invite comments or criticism from our public. We enthusiastically participate in discussion of ways to address and resolve the issues and challenges that lie ahead. When a person (such as a student, a parent, a coach, a teacher or an administrator) has a question, concern, or complaint regarding an athletic situation, we have found the following line of communication very effective in resolving issues.

1. **START WITH THE SOURCE:** Talk directly with the coach, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment.
2. If necessary, **TALK NEXT WITH THE HEAD COACH OF THE SPORT.**
3. If necessary, **TALK NEXT WITH THE ATHLETIC COORDINATOR.**
4. If necessary, **TALK NEXT WITH THE ASSISTANT PRINCIPAL OR PRINCIPAL.**
 - * All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by the higher authority can occur. However, the next level arbitrator will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose.
 - * Help the child learn to resolve his or her own differences. When a student successfully deals with difficult situations, he or she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.
 - * When stating your concern be prepared with the facts in so far as you understand, or can ascertain them. Think through your expectations for the outcome resulting from voicing your concern. That is, be clear about what you hope will happen as a result of your meeting.
 - * As you converse with the coach or other authority, repeat back what you hear him or her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen.
 - * We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a concern.

VICKSBURG MIDDLE SCHOOL SPORTS OFFERINGS

Boys

Girls

FALL SPORTS

Cross Country (6th, 7th and 8th)

Volleyball (7th and 8th)

Football (7th and 8th)

Sideline Cheer (7th and 8th)

Soccer (6th, 7th and 8th)

Cross Country (6th, 7th and 8th)

WINTER SPORTS

Basketball (6th, 7th and 8th)

Basketball (6th, 7th and 8th)

Wrestling (6th, 7th and 8th)

Competitive Cheer (6th, 7th and 8th)

SPRING SPORTS

Track (6th, 7th and 8th)

Soccer (6th, 7th and 8th)

Tennis (6th, 7th and 8th)

Tennis (6th, 7th and 8th)